

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: SEPTEMBER 10, 1999, SDA ADMINISTRATORS' QUARTERLY
MEETING MINUTES

The minutes and revised agenda from the Service Delivery Area (SDA) Administrators' Quarterly Meeting held at the Hyatt Islandia in San Diego on September 10, 1999, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact Jackie Owen at (916) 654-8006.

/S/ BILL BURKE
Assistant Deputy Director

Attachments

SERVICE DELIVERY AREA ADMINISTRATORS' QUARTERLY MEETING

Hyatt Islandia
1441 Quivira Road
San Diego, California 92109
Friday, September 10, 1999

Agenda

8:00 a.m.	Welcome/Hot Topics	Bill Burke, Job Training Partnership Division (JTPD)
8:30 a.m.	Welfare-to-Work (WtW) Grant Program <ul style="list-style-type: none"> • State Update • California Department of Education (CDE) Coordination With Local Programs 	Bill Burke, JTPD CDE Representatives
9:00 a.m.	Job Training Partnership Act Closeout Update	Bill Burke, JTPD
9:30 a.m.	Workforce Investment Act (WIA) of 1998 <ul style="list-style-type: none"> • California Office of Workforce Investment (COWI) Activity Update • Workforce Investment Transition Division (WITD) Activity Update • Automation Systems Under WIA • Labor Market Information Division (LMID), WIA Employment Statistics • Job Service Program • Legislative Update 	Linda Monroe, COWI Vicki Grönbeck, WITD Liz Clingman, JTPD Richard Holden, LMID Mark Heilman, Job Service Division Virginia Hamilton, California Workforce Association (CWA)
11:00 a.m.	Update on Local WIA Implementation Efforts	Keith Lee, CWA
12:00 p.m.	Lunch on Own	
1:00 p.m.	WIA Open Discussion	All
2:30 p.m.	Conclude Meeting	

Agenda Adjustments

The following topics were discussed extensively during the September 9, 1999, SDA Board of Directors meeting and, therefore, were not discussed during this meeting:

- Update on Local WIA Implementation Efforts
- The WIA Open Discussion

SERVICE DELIVERY AREA (SDA) ADMINISTRATORS' QUARTERLY MEETING MINUTES

Friday, September 10, 1999

Hot Topic

- **Status of Title III 40 Percent Funds**—Jim Curtis, Job Training Partnership Division (JTPD), reported that the approximate \$98 million allocated for 40 Percent funds in Program Year (PY) 1999/2000 are fully obligated. The Employment Development Department (EDD) will apply for Secretary of Labor National Reserve Account funds. A Governor's Press Release announcing the availability of \$22 million in Rapid Response funds is expected to be released soon.

Welfare-to-Work (WtW) Grant Program

- **State Update**—Bill Burke, JTPD, reported on the steady increase of WtW program participants. As of July 1999, 5,497 participants had received services, reflecting a 20 percent increase from the previous month. Liz Clingman, JTPD, added that the State recently modified the Job Training Automation (JTA) system to begin capturing WtW enrollees not yet receiving services.

There is no clear understanding on the fate of House Resolution 1482 that amends the WtW program to provide greater flexibility in eligibility requirements.

The second round of Governor's WtW 15 Percent Special Project recommendations are being prepared for approval through the California Department of Health and Human Services and the Governor's Office. It is hoped that grant awards will be announced in September. No final decision has been made regarding the total funding amount for second-round projects. During the week of September 20, the Department of Labor (DOL) is expected to announce the availability of a third round of 25 percent grant funds.

Questions were raised relative to the status and use of the 50 percent match money. In PY 97/98, \$10 million was allocated to the SDAs; in PY 98/99, \$25 million was allocated to the SDAs. The JTPD will research what publications and guidance (All-County Letters) the California Department of Social Services (CDSS) has provided in the area of appropriate use of match money and redistribute the documents to the SDAs.

- **California Department of Education (CDE) Coordination with Local Programs**—Wendy Maxwell, Education Consultant for California Work Opportunity and Responsibility to Kids (CalWORKs) program, presented information on the role of the educational community in WtW coordination at the local level.

Ms. Maxwell informed about recent discussions with the Employment Development Department (EDD) and CDSS in understanding the opportunities available through adult schools and Regional Occupational Programs (ROP) to support coordination efforts among State partners in preparing WtW recipients for employment and continued successful employment.

While the CDE has programs in place for CalWORKs recipients, CDE also administers a \$43 million grant to adult schools and ROPs that provide additional funding for their regular program provided CalWORKs recipients are being served. The CalWORKs funds are allocated to each county based on the number of WtW recipients within the county. There are 38,000 CalWORKs recipients in adult schools and 2,000 to 3,000 in ROPs. This represents nearly eight percent of the total welfare population in California.

Adult schools under Title II are funded based on student outcomes on standardized test scores. The tests used are based on real life and employability skills. Training in adult schools is learner driven and is tailored to a recipient's need.

The CDE goal is to serve those with the lowest literacy skills. The CDE is interested in identifying model programs that work with WtW recipients, sharing best practices across the State and increasing CDE's ability to serve the hardest to serve for the SDAs' local programs. The CDE estimates that there are approximately 11.5 million adults with serious literacy needs.

Alex Laiweski, Yolo County, commented that has not experienced difficulty with individual referrals into the adult education, ROP, or community college programs. However, a common misconception among local educational institutions is that the SDA brings all the dollars to fund special projects requested by community groups.

The PY 98/99 adult education program funding level is based on a competitive process, based on the projections of student outcomes. During the week of September 13, CDE is expected to release award letters to the agencies receiving funding. The information will be available on the Outreach and Technical Assistance Network at <http://www.otan.dni.us>.

Joe Werner, Monterey County, requested that a list of adult schools receiving any portion of the \$43 million CalWORKs grant be provided to the SDA administrators.

Terry Smith-Tatum, Merced County, asked if performance evaluations are compiled at the end of the funding cycle and whether adjustments are be applied based on the area outcome.

Ms. Maxwell responded that PY 98/99 is a no-sanctions year and counties will receive full allocations awarded. In PY 99/00, counties will be funded on benchmarks achieved.

Upesi Mtambusi, Richmond City, commented that Richmond makes effective use of adult education and the ROP. However, the dilemma with WtW is a lack of encouragement to refer recipients to classroom training.

SDA administrators' were asked to provide input relative to the kinds of practices that work well in their communities, the challenges and barriers faced when working with local educational institutions, and suggestions on how to work more effectively in partnering with education to support the SDAs' role in WtW. Input, comments, and concerns may be forwarded via electronic mail to wmaxwell@cde.ca.gov.

Job Training Partnership Act Closeout Update—Bill Burke, JTPD, reported that meetings are taking place among EDD internal partners to resolve issues and develop work plans necessary to finalize the State closeout plan. Additionally, the JTPD Capacity Building Unit has provided JTPA closeout training to the SDAs.

Workforce Investment Act (WIA) of 1998

- **California Office of Workforce Investment (COWI) Activity Update**—Linda Monroe, COWI, provided an update on the activities of the various COWI workgroups. State Workforce Investment Board (SWIB) nomination recommendations and a draft executive order have been forwarded to the Governor's Office. The Local Workforce Investment Board application process closed September 7, 1999. As of September 9, 42 applications had been received. Weekly meetings are taking place with State agency partners to discuss resolution of issues in the area of local area designations, criteria for local board membership, orientation of board members, and the sunshine process.

The Workforce Investment Transitions Work Group is working to identify policy issues for the State Board relative to Individual Training Accounts.

The Youth Team is focusing on youth issues in WIA by addressing stimulus questions formulated from the State Planning Guidance.

The DOL State Planning Guidelines are available on DOL's Web site at <http://www.usworkforce.org/> or <http://www.doleta.gov/>.

- **Workforce Investment Transition Division (WITD) Activity Update**—Vicki Grönbeck, WITD, reported on the ongoing coordination efforts with COWI. An eligible training provider workgroup will meet on September 20, 1999, to begin identifying local issues and to discuss criteria and process for the eligible training provider list.
- **Automation Systems Under WIA**—Liz Clingman, JTPD, provided an update relative to efforts to create an automation system under WIA and modifications to the JTA system for first-year reporting. Meetings have taken place over the past several months relative to requirements the State must meet prior to developing system changes or the creation of a new automation system. The EDD is looking at requirements for initial implementation to get the program up and running under WIA. Secondly, EDD will focus on long-term needs under WIA. In order to meet immediate and long-term reporting requirements under WIA, a three-tier process has been developed. Regarding basic participant reporting requirements, the DOL has issued a Workforce Investment Act Standardized Report (WESR)—a modified Standardized Program Information Report (SPIR). The WESR looks much like the

SPIR but includes additional data elements related to performance requirements. The WESR was developed by DOL for use by early implementing states. The DOL may use the report for states implementing on July 1, 2000. Because the WESR is a modification to the existing system, EDD is moving forward to develop the data record immediately.

- **Labor Market Information Division (LMID), WIA Employment Statistics**—Richard Holden, LMID, distributed a publication entitled *State of the State's Labor Market*. The publication provides information relative to California's economy.

ATTACHMENT 3, The National, State, and Local Systems for Workforce Information: WIA and California's Role, was provided as a handout to SDA administrators and the audience. The handout outlines the information as presented by Mr. Holden. An employment statistics five-year plan is due for release the third week of October. Under Title III of the WIA, LMID as an agent of EDD is the designated employment statistics agency for California. The LMID is responsible for input to the State in developing its five-year plan as well as the local plans.

Robert Bloom, Solano County, asked what activities are taking place in LMID relative to performing industry cluster analyses to identify specific job skills.

Mr. Holden responded that LMID is working with a consultant from San Diego State University to develop a uniform methodology to conduct industry clusters throughout the State.

Mr. Bloom added that while the LMID provides excellent State labor market information, a valuable tool for the One-Stop system would be self-accessible and staff-assisted labor market information.

- **Job Service Program**—Mark Heilman, Job Service Division, provided a handout of a model depicting the role and activities of the Job Service under WIA. The model included the following five components:

One-Stop Administration (EDD share): allocated to local field sites for fair share of One-Stop Operator costs.

Automated Labor Exchange: retained at the State level and includes Health and Welfare Data Center costs.

Employer Services (marketing, recruitment, employer seminars, job development, Employer Advisory Council, employer outreach and coordination—allocated to local field offices for service to employers as EDD dedicated resources.

WIA-Mandated Core Services

- Discretionary: types and levels of service negotiable with partners, i.e., registration, job referral, job search workshops.
- Nondiscretionary: EDD dedicated resources, i.e., Unemployment Insurance (UI) orientation, labor market information, services to UI clients, migrant seasonal farmworker outreach.

WIA Intensive Services: allocated to local field offices for provision of intensive services, i.e., case-managed service such as Intensive Services Program, facilitated group service such as Job Club.

- Discretionary: types and levels of service negotiable with partners
- Nondiscretionary: dedicated resources for minimum floor funding for veterans WtW, and job agent.

A number of SDA administrators are finding that Wagner-Peyser staffing resources are minimal in One-Stop offices that provide universal access and assistance. Additionally, these staff are targeted to identify jobs for the population in the California Job Opportunity Browse System.

Mr. Heilman responded that, for the model presented, EDD is working internally to reach agreement on the level of funding to devote to each of the components. Once internal agreement is reached, the model will be shared with CWA and later placed on the Quarterly agenda for further discussion.

- **Legislative Update**—Virginia Hamilton, California Workforce Association, reported that the Governor's Office requested Senators Johnston—Senate Bill (SB) 43, Solis—SB 146, Vasconcellos—SB 1137 to amend their bills into two-year bills. Senators Johnston and Solis agreed. Senator Vasconcellos's bill was voted out of the assembly late on September 9 and will go to the Senate for concurrence that day, September 10.

The SDA Administrators' Quarterly Meeting adjourned at 12:05 p.m.

The Workforce Investment Act of 1998
(Presented by Richard Holden, Labor Market Information Division)

A new system is created for workforce information

- ◆ Labor market information becomes employment statistics
- ◆ The national/state partnership is institutionalized
- ◆ The importance of workforce information is recognized
- ◆ National, state and local priorities for information are linked

National Employment Statistics System

- ◆ National system is led by Secretary of Labor, through the Bureau of Labor Statistics
- ◆ Cooperates with other federal agencies
- ◆ Acknowledges state and local needs
- ◆ Develops annual plan

Responsibilities of National Employment Statistics System

- ◆ Statistical data ... enumerate, estimate, project ... on employment, unemployment, industry/occupation mix, wages, benefits, skills, layoffs, earnings
- ◆ Employment opportunities ... labor market dynamics
- ◆ Technical standards
- ◆ Compatibility / aggregation of data
- ◆ Analysis ... for policy-making, program planning and evaluation, research.
- ◆ Wide dissemination in a user-friendly manner
- ◆ Holds consultations with state LMI Directors

Workforce Information Council--the mechanism for a jointly guided system

- ◆ Workforce Information Council
- ◆ 10 states members elected by peers representing 10 DOL regions
- ◆ Bureau of Labor Statistics and the Employment & Training Administration representatives
- ◆ First meeting was February 9-12; have met six times
- ◆ Developing the five-year plan for "employment statistics"

Five year goals to build the national employment statistics system

- ◆ Improve core data sets
- ◆ Use analysis to transform data into useful information
- ◆ Deliver useful and timely information
- ◆ Use customer feedback to improve system
- ◆ Conduct research and development to improve the system
- ◆ Invest in training, capacity building, technical assistance
- ◆ Jointly guide and cooperatively manage system

Current status of National System Development

- ◆ Five year plan with annual objectives is being finished for Secretary of Labor with the seven goals above, strategies, and objectives
- ◆ A number of FFY 2001 budget initiatives to improve data quality and delivery
- ◆ Owing to the federal budget cycle, budget changes may occur in a year
- ◆ System changes take even more time
- ◆ In addition to plan, key development has been the very collaborative working relationship between the states, the BLS and ETA

State Employment Statistics Agency Responsibilities

- ◆ Consults with customers about relevance of the data.
- ◆ Consults with educational agencies to meet needs of schools.
- ◆ Collects/disseminates all information described in national system.
- ◆ Maintains/continuously improves system.
- ◆ Performs contract/grant responsibilities.
- ◆ Participates in development of state annual plan.
- ◆ Uses quarterly UI wage records.

State workforce information--Responsibilities of LMID

- ◆ Labor Market Information Division is the designated employment statistics agency for California
- ◆ California is the state representing DOL Region IX on the Workforce Information Council
- ◆ Meeting WIA responsibilities above

- ◆ Providing leadership for a state workforce and economic information system--building a vision for a state system that meets customers' needs

Other California considerations

- ◆ Joint Senate/Assembly Task Force and SB 1137 (Vasconcellos)
- ◆ Workforce Information viewed as important in supporting economic development and WIA
- ◆ Legislative changes should conform to WIA and, hopefully, will not disturb valuable relationships in collecting, reporting and sharing workforce information

Building California's Workforce and Economic Information System: Some Factors

- ◆ The competitive global economy and WIA create the imperative--State and local customer needs drive the direction
- ◆ Able to build upon solid foundation of federal and state cooperative efforts with BLS and ETA, recent developments in improving products and services, and an ongoing commitment to customer service

A California vision

- ◆ Provide a world class workforce information system that will provide Californians with timely, accurate, and relevant information that supports business and job growth, and improves economic self-sufficiency in an increasingly competitive global economy

The priorities of the vision

- ◆ Leadership and collaborative partnerships with customers--build on existing relationships
- ◆ Developing needed new information through analysis--improve analytical capacity
- ◆ Seamlessly deliver useful information--improve the access to quality services and products
- ◆ Use LMI to respond to the complementary needs of economic and workforce development--support one-stop career centers, economic developers, and individual job and career decision makers

Expected outcomes

- ◆ Decision makers will have a better understanding of the labor market conditions affecting the state and local areas
- ◆ Individuals will have ready access to information on occupational trends, training providers, and jobs with tools that respond to their needs

- ◆ One Stop Service Centers have an array of paper and electronic products that suit a variety of needs
- ◆ Economic developers have access to information that will help them plan and help business make informed decisions concerning the labor market
- ◆ Researchers will provide analyses that help program operators

Summary

- ◆ A new system of workforce information is emerging
- ◆ Many of the elements of the new system have been initiated in California
- ◆ Our job will be to support changes that improve the overall quality of the system, provide reliable local information, and support informed choice.
- ◆ The value of workforce information is consistent with the information age
- ◆ Workforce Information Council vision: Quality Information--Informed Choice